Previous references.

1909.
C & A

File No. 369-09

Serial Nos. 1-11

Later references.
S&A 3-14
SL 13 for May/15
B

(7E)

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1-4

Part B. for Feb 12-

SUBJECT.

Revision of the form of Service Registers now in use in the State.

From the Comptroller. P.W.D. Ry Branch.
No 2093/654 Dy 20-12-09
points out the disadvantages of the local form and suggests the introduction of the Govt of India form in the State.

To the Superintendent, Govt printing. No FC/886 Dy 17-3-10
Forwards a specimen copy of the new form of Service register and requests to submit for the approval of Govt
G. R. S. 58 a proof thereof

From the Superintendent, Govt Press. Do. Dy 24-4-10.
Forwards the samples of binding for the new Service register with the prices marked and requests to be informed which of these the Govt approve.

To C. H. Yates Esq D.O. No H 5366 dy 28.4.11
Returns the Service Registers and informs as al

5. From C H Yates Esq. D.O. H.D. 1423 dy 2.5
Sends another dummy sample with bad ame ove
and states that he has no thinner board for the
Cover and that he has not yet calculated the
Cost which he will ascertain & print it on the
Cover if so desired.

6. To C H Yates Esq D.O. no H 5557 dy 9.5.11
Requests that a final copy of the registers as it
will be, maybe sent to this office for inspection

7 From C H. Yates Esq D.O. No H dy 13 6
Sends for approval proof of the new Servi
registers.

8 From the Supdt. Govt Press D.O. dy 21.7
Forwards a Copy of the new Service registers
for approval

9 To the Heads of Depts & the Dy Comms of Di
No H 1245—88/So a 369—09—8 dy 14.9.11
Directs the introduction of a new form of Service
book

10 From C H Yates Esq D.O. dy 16.10.11.
Sends a copy of Service registers and states
that the Curator Mg has asked for 2000 copi

11 To the Supdt, Govt Press.
No H 1659 dy 19.10.11.
Informs that the Curator maybe supplie
with 2000 copies of this office with 180 cop

1909. 10

GENERAL AND REVENUE SECRETARIAT.

(S.L.a)

NOTES.

File No. 369

FILE HEADING.

Revision of the form of Service Registers now in use in the State.

From

The Comptroller, P.W. & Ry Br.

No. 2093/654 Dated 20-12-09 Received 22-12-09.

Diary No. 2344 | Enclos. 3 | Spare Copies | Serial No. 1

BRIEF ABSTRACT OF LETTER.

Points out the disadvantages of the local form and suggests the introduction of the Govt of India form in the State.

NOTES AND ORDERS.

Subs for orders.

DRB

3-1-1910

Initd

2

NOTE—Contn. sheet.

G. R. S. 12
General and Revenue
Secretariat.

S&A File No. 369 of 1909

Serial No.

It is desirable to have the service register printed on good paper which can stand handling and also last long. It is also necessary to provide the regr. with tough covers, preferably of cloth, as in the sample sent by the Comptr.

As regards the form no changes are proposed except some minor alterations allowing separate columns for noting leave & taking finger impressions. The sample may be sent to the Supt of the Press for taking it as a model, with any improvements that may suggest themselves to him in printing the next supply of service register copies.

The British form of the register is priced at Rs 5. while the present local register form is only Rs 6. It may be possible to sell the improved local register for less than 5 annas which price is rather high for a service regr. copy.

Some pages are missed in the British Indian form for recording the particulars of land owned by officers. There seems to be no need for these details

G.R.S. 12]
General and Revenue
Secretariat.

S & A. File No. 3/69 of 1909

the Service regs. The New Manual contains rules regarding the records & returns regd. in respect of the lands owned by Govt servants. This Case will be referred to Br i for favour of opinion on the need for reproducing in the Service regs of an officer particulars of the lands owned by him.

Sd/- 1-10

Subdt.

10/5 I am not sure that there is any purpose to be served by requiring a list of lands owned by each official to be attached to his Service Register. A statement of such lands is required to be furnished by each official. P. 3 of the Rev Manual I am not sure whether any use is made of it. If necessary a separate register may be maintained. The Service Register should not in any event contain

S. & R. File No. 369 of 1909

Serial No.

anything based on a mere statement of fact by the official but one which can be verified & one within the knowledge of the Officer who signs it under whose authority it is kept. It would entail needless labour & loss of time to require info the extent of property possessed by each official. The information is chiefly required so as to prevent him from being employed in a capacity or place where his private interests may clash with public interests.

Yes. 6/1/10

6) The B 9 form may be adopted. The particulars as to lands may also remain & may be filled up from the Statements prescribed under the Rev. Manual

Dewan 13/16/10

14/17 10/7 Please submit the Revenue Commissioner's Memo

10/7/10

Dolorpleg

GPB—50.000—18-5-08

G.R.S. 12]
General and Revenu
Secretariat.

File No. 389 of 190 9

15

Serial No.

Un-Official No. 10 R
dated 20-1-1910

8) Forwarded (The Rev Commr ...
unofficially for favour of ...
B.C.
20.1.10 Pte. to Secy
for Secretary

9) I am afraid the proposed Service Book is too elaborate and large, and not likely to be required for a great majority of our officials. I have also some doubts as to the need for information on some of the additional points proposed, such as finger prints and details about lands held by the officials. A smaller book with fewer columns on better paper and with a tough cover will suffice. Our present form requires only a few minor additions and alterations as stated below.

10) 2. There is no necessity for details about lands owned in the case of all public servants. It will therefore be sufficient if a separate Register ~~Service Books are prescribed~~ be maintained as at present for such of the officers for whom this information is required, with a column in the Leave Register containing reference to the page or pages of the registers (maintained under the rules contained in the Revenue Manual - vide page 3) where such information is entered.

11) 3. The new column proposed for showing the "leave taken, nature, duration &c" will be an improve-

F. No. 3694-04

mis 112

improvement.

12) 4. The wording of the heading of column 8 of our Service Book should correspond to column 13 of the British India form (vide also Article 452 of the Mysore Service Regulations) and may be changed as proposed. I would also suggest that the present practice of copying in the Service Register certificates, recommendations for promotions &c or of attaching extracts therefrom should be strictly forbidden on pain of the copy of such a Service Register being cancelled and a fresh one being ordered to be prepared at the expense of the official. It would also be desirable to add a note (at the top of column 13) to the effect that personal certificates should not as a rule be entered therein by the official superiors as directed in Article 452 of the Mysore Service Regulations.

Revenue Commissioner.

Dated Bangalore,
26th January 1910.

13/ This may be sent to Br II for submission to Dewan.

28/1/1910

Subra
26/1/10

Sub
29/1/10

Fin Secy
29/1/10

Sub
29/1/10

4/2

G. R. S. 12]
General and Revenue Secretariat.

La File No 369 of 1909

Serial No.

Subd. by Diwan. amh 5/7/10

4389 W
13-7-10 To Comm. Thekurs proposals may be approved. Ltr 7 inid

16/ Circulate
dB 8/3/10
mh 10.3.10

17/ The date of birth:
Both the Indian date & the English date may be entered

18/ The only material addition is the details about leave. This is desirable.

19/ I think particulars of lands are out of place here.

20/ I am not sure of the advisability of omitting the Column about character. But general certificates should be prohibited.

21/ The alterations proposed may be adopted I think.

22/ A new form may be written out & appended.

eet.

BPG—55,000—27-4-09

14/3/10

G. R. S. 12
General and Revenue
Secretariat.

Sta File No. 3-07 of 1907-1.C

Serial No.	
14.06	23/ I agree with the Revenue
5.3.10	Commissioner
	24/ The Book should be priced
	Moderately
	VBV
	15/3
	25/ Dewan
	504/ 16/3/10 VB 15/3/10
	26/ Returned to the Financial Secy
	for consideration of the suggestions
	& remarks made, & the Library
	of the Dept you order which he
	would propose finally VBV 4 VBV
	Secy for info) VB 5-VBV
	27/ Seen - Asst Secy please put up draft with
	a neat copy of draft service book with
	paper binding &c of the type to be adopted
	in actual practice. All suggestions of the
	Rev Commr & 2nd Cr should be given effect
	to. The binding should be light but such
	as to prevent folding. VB

R. S. 12]
General and Revenue
Secretariat.

S'ta File No. 369 of 1909-10.

Serial No.

28/ A draft service register copy together with a draft letter to the Supdt Govt Press forwarding the same for printing ~~&c~~ and ~~furnishing~~ and submitting a copy for appl is subd

29/ In the draft service register put up, the col: "age" and "date entry into Service" are omitted.

30/ In the British from the columns 1 to 5 on page 1 are repeated on page 2 and continued to 9; and the columns 1 to 9 are again repeated on pages 4 & 5. Whether such a repetition is necessary in the Service register to be adopted is a matter for orders. The draft service register is prepared without the repetition. The Kannada headings may perhaps be once verified by the translation section

Subd
DM-47
12-12-1910.

Sml-5
13/12/10

31/ As per instructions of the Asst Secretary a Specimen copy of the Service register bound in this office is subd

32/ DM-47
27-1-11 The binding is too thick. A Stiff Cover sewn would be all that is necessary

Sml 27/1 Please have that done and resubmit

GPB—50,000—12-8-10

G. R. S. 12]
General and Revenue Secretariat.

Sta File No. 369 of 1909-10

Serial No.

with drafts.

33/ Draft sub
DM 2-47
31-1-11.
MK
31/1/11

Agreed)

34/ Please see alterations made on pages 1 & 2. Please have a fresh manuscript book prepared on the lines suggested with number of pages, binding size &c as they should be. Pages which are repeated need not however be filled in separately a remark "as per pages 3 & 4" may be entered in them. With that put up a fresh draft to the Press to submit proof before final adopt for printing future supplies. Also ask Supdt Ptg to state what would be a reasonable price.

MK

Do need for Board

35/ fresh manuscript book with draft sub
DM 2-47
21-2-1911
36/ Please print the remark "as per pages 3 & 4" on the subsequent pages left blank when up Rang

37/ Subs
DM 2-47
22-2-11

Agreed)

NOTE— Contn. sheet.

GPB—50,000—12-8-10

G. R. S. 12]
General and Revenue Secretariat.

Sta File No. 369 of 1909-10.

Serial No.	
	38) After the proof book is received & finally adjusted Strike off Copies are given & an order submitting the book for the existing one will be issued. The manuscript Copy of the S.R. incorporating the suggestions of the Revenue Dept. & Draft a letter sending it to Press is submitted under. Dewan) 24.2.11
10299 24.2.11	39) Draft approved by the Dewan 3.3.11
	40) Issue 6.3.11
2	To the Superintendent Govt. Printing No. 7L 4886 dt. 17-3-11 Forwards a Specimen copy of the new form of service register and requests to submit for the approval of Govt a proof thereof
3	from the Superintendent Govt Press. D.O. dt. 24-4-11. Forwards two samples of binding for the new service register with the prices marked and requests to be informed which of these the Govt approve. Submitted for orders. DPM 27 26.4.11
41)	Furnish the binding with the marble

...E—Contn. sheet.

Serial No.

paper will do well enough. I would even have allow marble paper instead of Shiff board with badami paper + edges cut still further. The object of the binding is to prevent the book from being folded lengthwise & be strong & last for 30 years.

Inner board "badami paper.

26/4

Defective)

Sd/ Hall
Sapper Wks Comp
4/27/11

42)
Dept subs
DMB 27
27-4-11.
Offg
27/4/11

Issue above
Sd/ Hall

4 To C. H. Yates Esqre. D. O No 7E 5366 d 28/4/11 returns the service registers and informs as above.

5 From C. H. Yates Esqre D. O 7E. 4423 d. 2-5-11 Sends another dummy sample with badami cover & States that he has no thinner board for the cover and that he has not yet calculated the cost which he will ascertain and print it on the cover if so desired.

Asst Surg's order.

43/4 Place in file and issue D. O. as per heremith put up. Please also see that all of Mr Rangaswamy's suggestions have been duly carried

GPB—50,000—12-8-10

G. R. S. 12]
General and Revenue Secretariat.

Sta « File No. 369 of 1909-10.

Serial No.	
	carried out."
Draft	44) D.O issued. The sample books recd contain only blank pages. The matter has not been printed therein. With regard to paper & and binding of the service register, Mr Rangaswami Iyengar's suggestion was "better paper with a tough cover". The sample appd satisfies this condition.
	Subt
	DRR 47 45) Seen. Please ask that a final copy as 4-5-1911 it is likely may be sent for inspn.
	RKG
	4/5/11 Draft subt
	DRR 47
	5-5-11.
	RKG
	5/5/11
6	To C. H. Yates Esqre D. O. No. Fl 5557 dt. 9-5-11. requests as directed above.
7	From C. H. Yates Esqre D. O dt 13-6-11. Sends for approval proof of the new Service Register.
	Subt with draft D. O reply for appl
	DRR 47
	14-6-11
	RKG
	14/6/11

NOTE—Contn. sheet.

GPB—50,000—12-8-10

G. R. S. 12]
General and Revenue Secretariat.

S to File No. 369 of 1909-10.

Serial No.

8 From the Superintendent [illegible]
D. O dt. 21-7-11. Forwards a copy
of the New Service Register for approval.
Asst Secy's order.

46) "Please see if this is allright"

47) The word "renewed" in the heading
on the 2nd page is separated by a
hyphen. The hyphen should be
omitted and the word closed up.
This has been indicated in red
ink.

48) The entry "Service Book of ——"
on the title page may as well
be printed on the cover for ready
and easy reference

Sub
DW 27 49) I think it will be an advantage to
21-7-11 Collect all leave taken on the
last page, so that the leave stt required
for pension appn would be automatically
ready.

Sent for orders.

50) Yes - I suppose a tabular form may be laid down - 4.7.11

27-7-11

57) Please refer to Form [illegible] (Vide Flag A) Regd [illegible]

GPB—55,000—[illegible]

DW 27
2-8-7-11

G. R. S. 12]
General and Revenue
Secretariat.

Sta File No. 369 of 1909-10.

Serial No.

52) Draft Do. reply sub.
DWB 47
25-7-14
Wilk-y

53) I do see the necessity.

L 26.7.14

MK
11/8
Issue
L 2.8.14

54) Please put up a draft G.O. withdrawing the Regn. in supersession of the existing one reciting the reasons stated in Col. Sahib's D.O.

L 2.8.14

Draft sub.
DWB 47
5-8-14
Wilk-y

I do see)

L 5.8.14

55) Apparently the draft can issue only after a sufficient number of sample copies are available. The sample copies should be marked across the page "Sample copy enclosure to"

MK
5/8

56) Submitted
he may see the order to the Press and press
orders with Samples will be sent to the Press and
he can then issue them. May the orders be sent
to the Press?

I do see)

yes MK
8/8

L 7.8.14

n. sheet.

GPB—55,000—27-4-09

G. R. S. 12]

General and Revenue Secretariat. | Sta File No. 369 of 1909-10

Serial No.	
5-7	Dep/Subd to appl before Assn to the pres. Dewan 6/8/11.
	Dewan's order:— Approved. C&R(01) 22/8/11 Issue advice 23.8.11.
9	To the Heads of Depts & the Dy Comms of Dts No. 7L 1245-88/Sta 369-09-8 dt: 14-9-11 directs the introduction of a new form of Service book
10	Dram Dy Asst. Gates Esqre D.C. of 16-10-11 Sends a copy of Service register and states that the curator has asked for 2000 copies. Draft D.C reply is sent DW 247 17-10-11 Mark-x Keep reference 6/10/11
	M 18/10 Issued 18/10.
11	To the Supdt Govt Press No 7L 1659 Dt 19-10-11 informs that the Curator may be supplied with 2000 copies & this Office 150 copies

Issued order returned by Secretariat on 3-12-11

NOTE—Contn. sheet 11

GPL—5,000—26-6-11

(17)

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Sta 369 of 09-10

A fresh manuscript Service book prepared as per orders co subd. This may be forwarded in the 1st instance to the translation Section for noting therein under each heading the correct Reference rendering there-of

Subd
DMR-47
15-2-1911

md 15/2/11

Zr 44/17/2

What the meaning of the Entries after each genuflexion in the 2 opening. How coil be - Please hint upon per se

15.2.11

subd with the necessary arrangements made
DMR-47
17-2-11.

md 17/2/11 Translation Section for necessary action

Translated & Subd 11/2/11

B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

PB—35,000—21-11-09

18

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Sub

The 2nd proof of the Service Book has been compared and found correct. The Supt Govt Press has been requested in ~~this~~ D6 No 7E 6060 of 16-6-11 to furnish for inspection three copies are sheet W, a copy of the new Service Book as it will be duly bound

× W. (Wilkinson)

DM 27

8/7/11

Whether the pages be Cross ruled?

8.7.11

In the British Service Book the pages are not cross ruled. Perhaps they may be ruled in our books so that the entries may be neat and clear.

Sub
DM 27
10-7-11

Suggest this should be Messrs and also that a copy or proof sheet should be sent to us before the book is sent to the Depot

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—30,000—28-2-11

Draft D. O. sent

× M 27

Issued 12-7-11

(19

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Urgent

7C 498

To Translation Section

Please see the accompanying D.O. and note in the Register the Conference date

DMB 24)
7-8-11

To Branch:

The translation required is put up. It is a pity that the Proofs were not sent to us for correction of the Kannada portion of the matter on each page. Some typographical errors which have crept in have now been corrected and the Press may be instructed to embody these corrections in the final copy.

It is suggested that ~~the~~ it would be more useful to have the Title of the Book indicated on the cover instead of on the Fly-leaf.

DCS. 14/8/11. RSD 14.8.11. Dnpto Do, reptg as DMB 24 14/8/11

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

PB—30,000—23-2-11

(b)

Abstract of leave taken during the whole Service

N.B. All leave other than Casual leave should be entered in this Statement.

Nature of leave	Total period of leave.	If any part of leave, if any, with explanation.
Used from date to what	Years - Months - Days.	Remarks.

P. W. Serial No. 114.

It is requested that in future communications on the subject, the No. and date of this letter, and the distinguishing letters below the number as given opposite, may be quoted. All communications should be addressed as follows :—Comptroller, Mysore Public Works and Railway Branch, Bangalore.

No. 2093 E/54 2/3

MYSORE PUBLIC WORKS DEPARTMENT,
CENTRAL OFFICE OF ACCOUNTS,

Dated Bangalore, the 20 December 190 9.

FROM

J. S. CHAKRAVARTI, ESQ., M.A., F.R.A.S., etc.,
Comptroller to the Government
of His Highness the Maharaja of Mysore,
Public Works and Railway Branch.

To

The Secretary to the Government of
His Highness The Maharaja of Mysore
General & Revenue Departments.

Sir,

I have the honor to bring to your notice that the present local form of Service Book printed on this paper is not a suitable form for record expected to last the whole length of an officer's service. The inferior get up accounts to some extent for the unsatisfactory manner in which these important records are now generally maintained throughout the State.
In view of the importance attached to the proper maintenance of Service Books for the speedy settlement of Pension cases, I would strongly recommend the desirability of authorising the Superintendent of Government Press to print the same on superior royal paper, strongly bound and issued at reasonable cost.

2. The accompanying note prepared by Accountant K. Ethirajulu Naidu of my office under the instructions of the Assistant Comptroller, comparing the relative advantages of the Service Book form as used in British India and of the local form

MYSORE PUBLIC WORKS DEPARTMENT

190

From

J. S. CHAKRAVARTI, Esq.,
M.A., F.R.A.S., etc.,
Comptroller to the Govt. of
H. H. the Maharaja of Mysore,
P. W. & Ry. Branch.

To

The Secretary to the
Government of Mysore,
Gen & Rev. Deptts.

Dated 20 December 1909.

Despatched 21

Received

No. 2093/E&T.

SUBJECT.

Pointing out the desirability of introducing the Government of India form of Service Book in this Province also.

GPB—5,000—14-4-09

(2

form is also herewith forwarded together with sample forms of both the copies.

3. The tattered condition in which these books were found at the time of Inspection by my Assistants led me in the first instance to issue my circular No. 3 P.W. dated 24th -- September 1909 but a permanent remedy is to be found in the suggestion now made which I hope will meet with the approval of Government.

I have the honor to be,

Sir,

Your most obedient servant

20.12.9

for Comptroller,

P. W. & Ry. Branch

A.B.C.

20.12.09

Enclosure to Sl. No. 3869-09 (3)

SERVICE BOOKS.

The forms now in use in Government of India and here are herewith submitted for perusal of comparative advantages. It will be seen, on comparison and the exact wordings of the various columns in both, that ours is based on the old form of Government of India which like ours did not contain a separate column for record of leave. The way of noting leave in those books is given in the Civil Account Code Article 67 Note which runs thus:-

"In the service books of the old form which have no separate column for leave, the description and term of leave granted may be written across the columns 2 and 3, the dates of commencement and end of leave in columns 6 and 10; it may be convenient to make these in red ink" and this is exactly what is being done here also. It is thus clear that our book is based on the Government of India form. The latter having been revised it seems necessary that our form should follow suit for the sake of advantages it has got. The service book being an important record to contain every detail of a person's official career, it is necessary that the one in use here should assume a book form worthy of the name, and should have greater number of pages to record clearly all those details that happen in thirty years service of a person and last though not least, an extra column for record of leave. Such improvement would, undoubtedly, conduce to better results and would admit easy verification of services of an official for settling claims of pension.

(4

2. Nobody would admit that the book in use containing as it does entries in two kinds of ink both in lengthwise and breadthwise is a clear record The first impression on looking at it is confusion rather than clearness. In these respects the Government of India form is decidedly better. The following additions in the Government of India form are wanting in ours.

1. Separate space is provided for taking finger prints of illeterate men such as menials peons etc in Government service with a certificate to be signed by the head of office. This seems necessary in case of these men for easy identification when circumstances arise.

2. Transposition of column 8 in our book to the end of the page and opening of a fresh column for noting leave granted.

That this is a decisive improvement, needs no comment.

3. 4 pages are set apart at the end of the book recording lands held by the official. This is an extra information probably added on the occurrence of defalcation due to fraud or negligence of duty resulting in loss of public property. Such occurrences being noticed here also occasionaly, such information in ready possession of Government would be an invaluable one, but it is doubtful if this can be retained in our local form. The disadvantages of the local form may be summed up as follows:-

1. Inferior sort of paper used.
2. Want of binding.
3. The printing on the last page of the book suggests that it may be folded into quarter size and again into one eighth size of convenience of record and thus they are inconveniently folded

(5)

4. The paper being inferior gives way at all the folded pointa.

5. To keep the book in tact, the parts are joined by narrow strips of paper gummed across the whole breadth, eclipsing in most cases the entries at those places.

6. Absence of separate column for recording leave and consequent intermingling of all entries in a confused and untidy manner.

3. Such being the advantages of the Government of India form it is submitted for the kind orders of the Comptroller with a suggestion to adopt the form in its entirety.

The service book, if adopted and printed on these lines would cost a little more, but no one it is believed will grudge to pay a few more annas in his own interest.

20-12-09

THE ENTRIES IN THIS FORM ARE TO BE RENEWED OR RE-ATTESTED EVERY FIVE YEARS; EACH ATTESTATION SHOULD BE CAREFULLY RULED OFF AND THE DATE THEREOF CLEARLY SHOWN.

ಈ ನಮೂನೆಯಲ್ಲಿ ಪ್ರತಿ ಐದು ವರುಷಗಳಿಗೊಂದಾವರ್ತಿ ದಾಖಲ್ಮಾಡತಕ್ಕದ್ದು, ಅಥವಾ ಖರಿಯತಕ್ಕದ್ದು, ಪ್ರತಿ ಖರಮಣಿಕೆಯು ಚೆನ್ನಾಗಿ ರೂಲು ಹಾಕಿ ಬರಿಯಲ್ಪಡತಕ್ಕದ್ದು ಮತ್ತು ಅವನ್ನು ಪುಷ್ಕಳವಾಗಿ ತೋರುವತಕ್ಕದ್ದು.

Name of officer ಉದ್ಯೋಗಸ್ಥನ ಹೆಸರು	Caste or race ಜಾತಿ ಅಥವಾ ಕುಲ	Residence ವಾಸಸ್ಥಳ	Father's name ತಂದೆಯ ಹೆಸರು	Father's residence ತಂದೆಯ ವಾಸಸ್ಥಳ	Date of birth ಹುಟ್ಟಿದ ತಾರೀಖು	Age ವಯಸ್ಸು			Exact height ಸರಿಯಾದ ಉನ್ನತ		Personal marks for identification ಗುರ್ತು ಹಿಡಿಯುವದಕ್ಕೊಸ್ಕರ ಶರೀರ ಸಂಬಂಧವಾದ ಚಿನ್ಹೆಗಳು	Date of entry into service ಉದ್ಯೋಗದಲ್ಲಿ ಕೂಡಿದ ತಾರೀಖು	Signature of officer ಉದ್ಯೋಗಸ್ಥನ ಸೈನ್	Signature and designation of the head of the office ಕಚೇರಿಯ ದೊಡ್ಡ ಉದ್ಯೋಗಸ್ಥನ ಕೈಬರಹ ಮತ್ತ ಅಧಿಕಾರ
						Years ವರುಷಗಳು	Months ತಿಂಗಳು ಗಳು	Days ದಿನಗಳು	Feet ಅಡಿ	Inches ಅಂಗುಲ ಗಳು				

Superintendent of Police
Chitradurga

1	2	3	4	5	6	7
Name of appointment ಉದ್ಯೋಗದ ಹೆಸರು	Whether substantive or acting and whether permanent or temporary ಬದಲಿಯೇ ಅಥವಾ ಆಕ್ಟಿಂಗ್ ಮತ್ತು ಕಾಯಮೆ ಅಥವಾ ಹಂಗಾಮಿಯೇ	If acting, here state the substantive appointment ಆಕ್ಟಿಂಗ್ ಅಂದರೆ ನಿಯತವಾಗಿದ್ದ ಉದ್ಯೋಗವನ್ನು ಇಲ್ಲಿ ನಮೂದಿಸತಕ್ಕದ್ದು	Pay ಕಲಬು	Acting allowance ಆಕ್ಟಿಂಗ್ ಅಲೌನ್ಸು ಭತ್ಯೆ ರೂಪಾಯಿ ಮತ್ತು	Date of commencement of appointment ಉದ್ಯೋಗದ ಆರಂಭದ ದಿನಾಂಕ	Signature of officer ಉದ್ಯೋಗಸ್ಥನ ಕೈ ಬರಹ

2

(6

G.R.S. 26]

File No.

Serial No. 2

7/11

y No. of letter replied to 2344

No. 764886

General and Revenue Secretariat
(Sta)
, the 19 .

To 17-3-11

The Superintendent
Govt Printing

Date of issue 17-3-11

Signed by W L Hunsucker

Sir

I am directed to forward herewith a specimen copy of the new form of Service register to be introduced into the State in supersession of the existing one and to request you to be so good as to submit for the approval of Govt a proof thereof before final adoption

over.

for

SUBJECT.

for printing future supplies.
The register should be of
tough foolscap papers with
a tough cover. The binding
should be light but such
as to prevent folding.
A copy of the Madras Service
register is sent as a
sample for the get up.
The cover need not be of
cloth but ~~stiff~~ limp boards would do
I am also to request you
to be so good as to state
what would be a reasonable
price of the new register when printed.

I have etc

List of enclosures,

~~Sd~~ H Secretary

DM 247
21-2-191.

Copied by

Examined by

GPB—20,000—12-6-10

Ful 7

W4313

GOVERNMENT PRESS

Mysore Government Press,

Bangalore 24th April 1911.

Dear Sir,

With reference to your letter, No. H 4886, dated 17th March 1911. I send herewith two examples of binding for the new Service Registers ordered to be printed

with

with their prices ...
marked. Will you
please let me know
early which of these
the Government approv

Thanking you in
anticipation.

Yours Sincerely
[illegible]

To
S. Lakshminarasimma
Rev. Esq: B.A, B.L,
Asst: Secretary to Go
Famine

24-11 + Pa...

(9

G.R.S. 26]

File No. 34-1

Serial No. 4

Diary No. of letter replied to 4513

No. H 53006

General and Revenue Secretariat

( )

, *the* 19

To D. C. 28-4-11

Date of issue 28-4-11

Signed by W L Hammond

Dear Sir

In returning herewith the Service registers received with your D. O. of the 24 inst, I am desired to inform you that the object of the binding is to prevent the book from being folded lengthwise and be strong and lasting for about 30 years. and that thinner boards and badami paper

over.

SUBJECT.

would seem to suit
~~would~~ ~~suit~~ suit the
purpose. It is desirable that
the cost ~~is~~ be reduced still further
if possible

C. St. Jakes Eyre

RK

List of enclosures,

Copied by

Examined by

GPS—20,000—2-9-10

D4423

Encl: No Three

Mysore Government Press,

Bangalore, 2nd May 1911.

Dear Sir,

With reference to your D.O. No. H 5366 of 27/28th April 1911 as to Service Registers, I send herewith another dummy sample with Badami Cover. I have no thinner board for this cover, and if I had, I think it would defeat your purpose viz, that of preventing the book from being folded lengthwise. Have you fixed the price at 5 annas? I have not yet calculated the cost, but it will be less than that figure.

When

(when you have approved of the book, I will ascertain the cost per copy and alter it to that figure if you so wish it.

Yours sincerely,

L. Bilas

Supt.

To

S. Lakshminarasimha

Rao, Esq; B.A., B.L.,

No. 76 5253 & 3-5-11

Genl. Rev. Scott

Bangalore 2nd May 1911

Dear Sir,

In returning the books received with your D.O. No. 1045 dated 30th ult. I am directed to say that the binding in Indian paper will do well enough. The cost of the books should be as low as possible subject to exceeding 3 annas. If necessary the number of pages may be reduced. ~~[illegible]~~ The price has not been fixed at 5 annas.

I am
Sir
Your most obedient
Servant
[illegible]
2.5.11

Lwd 5 Secy to
Govt -
Rolls & Regns to
Govt

D447/15 Sda 369 of 1909

Mysore Government Press,

Bangalore, 6th May 1911.

Dear Sir,

With reference your D.O. of the 3rd May 1911, approving of the binding of the Service Registers in Badami paper, and stating that the cost of the book should be kept as low as possible reducing the number of pages if necessary, I beg to inform you that the cost of a copy of 25 pages as per sample approved of by you comes to

4½

4½ annas: but if the pages be reduced to 16, the cost will just be 3 annas per copy. Please let me know whether the pages be reduced accordingly to 16 and the cost fixed at 3 annas per copy.

Yours Sincerely,

M. Ali

To

L. Lakshminarasimha
Rao, Esq, B.A. B.L.
Asst Secretary to Govt.
Financial Dept

8/5/11 Earl

No 265336 dy 9-6-11

SRS

Bangalore 8/5/11

Dear Sir,

In reply to your D.O. of the 6th inst. re price of 2½ of the new Service Regulations known as the Rein Dam directed to state that Rs 2/8/0 and 2 annas will do very well.

Yours sincerely

K

8/5

Chrysalis Ltd
Fleet Mills Messrs –

G.R.S. 26]

File No. 3[illegible]

Serial No. 6[illegible]

Diary No. of letter replied to

No. De 5557

DO 89-5-11

General and Revenue Secretariat

( )

, *the* 19 .

To

Chigaleng

The Superintendent

Govt Printing

Bangalore

Date of issue 9 May/11

Signed by W L Morrison

Dear Sir

In continuation of

D. O No 7L 5453 dt 3-5-11

Re the Service Registers

I am directed to request

that a final copy of the

Register as it will be, may

be sent to this office for your inspection

before the Copies are finally printed off

Yours obedient servant

for Secretary

9/5/11

over

Mr 7L Secy

SUBJECT.

MM 24

7-5-11

RK

Mysore Government Press,

Bangalore, 13th June 1911.

Dear Sir,

I am sending you herewith proof of the new Service Registers. I shall feel obliged if you can kindly pass proofs early as the Curator of the Book Depot wants copies very urgently.

Yours sincerely,

Superintendent.

To

T. LAKSHMINARASIMHA RAO, Esq.,

B.A.,B.L

Assistant Comptroller.

Please return original with proof

G.R.S. 26]

File No. 25 [illegible]

Serial No.

Diary No. of letter replied to 4945

No. H 6060
D. O. 16-6-11

General and Revenue Secretariat
( )
, *the* 19

To

Dear Sir

I return herewith the proof of the new Service register received with your D. O. dated the 13th instant duly approved. A copy of the new Service register, as it will be bound may be sent to this office for inspection before copies are struck off and bound.

Please acknowledge receipt and

I remain

Dear Sir

Yours sincerely

Date of issue 16-6-11

Signed by W. L. Mersmith
Rec

(SC)

Necessary Spaces made
Names & Ranks inserted
Col 12, 22, 23 & 24.

SUBJECT.

C. N. Yates Esqre.

Draft for approval
13/6/11

Approved.
Secretary to Government
14.6.11.

SERVICE BOOK

OF

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.....

.....

ಸರ್ವಿಸ್ ಬುಕ್ಕು.

Price 3 Annas

ಕ್ರಯ ೩ ಆಣೆ.

GPB— —4-5-11

Pages 1 & 2.

Heading.— ఈ పుటదల్లి ~~పత్రే తారీఖు~~ శిరోదల్లి ~~ఫత్రే~~ ఐదు వర్షగళిందు నారియాదరూ వితాయితిగళన్న అథవా మంజూరాద దస్తావిత్తన్న దాఖలు మాడిదుత్తా బరతక్కదు. అల్లదే 9-10నే కలముగళల్లి ~~కూడా~~ దస్తావిత్ మాడువాగ తారీఖన్నూ సహ దాఖల్ మాడతక్కదు.

Column 1.— నోకరిగే సేరిద కాలదల్లి దాఖలాద వితాయితిగళు.

" సేరి 5 వర్షగళు పూర్తియాదనంతర దాఖలాద వితాయితిగళు.

" " 10 " " " "

" " 15 " " " "

" " 20 " " " "

" " 25 " " " "

" " 30 " " " "

Column 2.— హెసరు.

" 3— మత్తయా జాతి. ~~ఉపజాతి~~

" 4— వాసస్థళ.

" 5— తందియ హెసరు మత్తు వాసస్థళ.

" 6— ~~పుట్టిద తారీఖు~~ పుట్టిద దినాంక మత్తు వర్ష? ~~ఎందు మాత్ర~~

హిందూ సంవత్సర, తిథి. | క్రిస్తు శకద వైశాఖ, తింగళు, తారీఖు.

" 7.— యావ రీతియల్లి నీవు నిమ్మ వివాహవన్ను ఎత్తర.

" 8.— మత్తు యావ బస్తి శరీరద మేలే ~~ఎన్న గుర్తు~~ మచ్చెగళు.

" 9.— ~~(ఎడగై మత్తు బలగై)~~ నోకరన దస్తావిత్తు.

" 10.— ఆఫీసు మోక్తేసరర అథవా మంజూరాద దస్తావిత్ మాడువ ఇతరాధికారిగళ సహ దస్తావిత్తు మత్తు ఫుటద్దు.

Column 1.— నౌకరియు పేరు.

" 2.— వేరే నౌకరియు ~~వున్నపోతే~~ ~~ఆలోచిస్తే~~ అథవా ~~ఆపివేస్తే~~ బదలాయిస్తే ?
కాయమో అథవా ఉంటాయిస్తే ?

" 3.— బదలాయిస్తే స్వంత నౌకరి ~~ఆవశ్యకత~~ ?

" 4.— పంబళ్ళ.

" 5.— బదలు అల్లాయిస్తేను.

" 6.— నౌకరి ~~ఆకాంక్షావాది~~ నేల్వరిశ్చాద ~~మొకరసర్ ఆద~~ తారీఖు.

" 7.— (~~వాస్తవికంగా~~) నౌకరన దస్తఖత్తు.

" 8.— ఆఫీసర్ మోఖ్తేసరర అథవా మంజూర్ దస్తఖత్ వహుద ఇతర ఆఫీసర్రవర దస్తఖత్తు ఎత్తు థుద్దే.

" 9.— నౌకరియు ఆఖ్తేరాద తారీఖు.

" 10.— నౌకరియు ఆఖ్తేర ~~ఆకాలు~~ ఆగలు కారణ (అందర ~~బదలి~~ బిబిడ్డి ~~బదలి~~ వర్గ, ~~బదలాయిస్తే~~)

" 11.— రజా పడేదిద్దల్లి యావ తరహియ రజా ఎత్తు ఎష్టు కాల?

" 12.— ఆఫీసర్ మోఖ్తేసరర అథవా మంజూర్ దస్తఖత్ వాడువ ఇతర ఆఫీసర్రవర దస్తఖత్తు ~~ఎత్తు థుద్దే~~ భరతియాగిరువ ~~ఆకాలు~~ ఆకాలు బేకాదల్లి

" 13.— నౌకరనిగె శిక్షే ~~విధిసిరువ~~, ~~నౌకరాగువుదన్న నిరాకరిసిరువ~~, ~~కొంటుమాడువ~~ బిడుమానవే ~~ఆగలు~~ శాశ్వతవాగి ~~తడిదిద్దు రికార్డ్ మాడిద్దేను ఆగుత్తదాగలి~~.
(ఉదా.— ~~వాహనద~~ మేల్విచారణే మాడువ ఆఫీసర్రవరు నౌకరర ~~ఆరోప~~ విషయదల్లి కొటువ యాఁవుదే ~~చార్జ్‌షీట్‌నల్లి~~ కేయిన్న కూలంకష ~~ఆరోపణేగళన్న~~ సామాన్యవాగి ఇల్లి హాకలు ~~బరేయ~~ తక్కదల్ల.)

14.— నౌకరనిగె ~~నీడువ~~ ఇరువ /జమీనుగళు ~~మత్తు~~ విశేషవాదల్లి ~~నీడిరువ పంబుదన్న వివరిసువ~~ భద్రే రీతిన్న వ్యవస్థెయల్లి నిబంధనెగళ మేరెగె ఇదన్న ~~నిర్వహిసువ~~ రిజిస్టరిన పుట యా పుటగళన్ను హాకబేకు.

(25

G.R.S. 26]

File No.

Serial No.

*Diary No. of letter replied to*_____

No. 162 Encl 1 set of 2nd proof
Do

General and Revenue Secretariat
(SLa)
the 14.7. 1911.

To

The ~~Superintendent~~ Govt. Press. Bangalore

Date of issue_____

Dear Sir

Signed by W.T. Lakshminarasimhachar

I herewith return the 2nd proof of the Service Book duly approved. Please ~~do~~ send a copy ~~of~~ of the book as it will be when ~~here~~ finally printed and bound, for approval before the Book is sent to the Depôt

The pages of the Book may be neatly crossruled.

I remain
Dear Sir
Yours sincerely,
over.

SUBJECT.

W.T.M

C. A. Yates Esqre.

Mysore Government Press,

Bangalore, 21st July 1911.

Dear Sir,

I send you herewith a copy of the new Service Register for your approval and early ~~xxxx~~ return. As the Curator of the Book Depot wants these books supplied him very early I request you to kindly treat this matter as urgent and return the copy duly approved as early as possible.

Yours sincerely,

C. W. Gates

Superintendent.

To

T. LAKSHMINARASIMHA RAO, Esq., B.A., B.L.,

G.R.S. 26]

Serial No

Diary No. of letter replied to 29

No 491

43-C-11

General and Revenue Secretariat

D.O.

Date of issue 3. March 1911

Signed, by W. L. Harrison

I return herewith the copy of the new Service Register received with your D.O. of the 27th inst. It is thought desirable to collect all leave taken on the last page of Register. A tabular form is given therein. I request you to kindly have it printed and the correction indicated in page 2 also made. The entry "Service Book of ——— "

over.

SUBJECT.

on the title page may as well
be printed on the cover for ready
and easy reference. The Register may be kept & returned
with the additional ~~entries indicated~~ duly made as indicated.

I am

Dear Sir.

Yours obediently

C. H. Yates Esqre

List of enclosures,

Copied by

Examined by

GPB—20,000—25-9-10

Mysore Government Press,

Bangalore 5th August 1911.

Dear Sir,

I return herewith the copy of the new Service Register received with your D.O of the 3rd instant and request you to be good enough to furnish the Kanarese Version of the tabular form given on the last page.

Yours Sincerely,

C.V. Yalis.

Superintendent.

To

J. Lakshmi Narasimha Row Esq BABL
Assistant Secretary to Govt

G.R.S. 26]

File No.

Serial No.

UX/8

Diary No. of letter replied to 448

No. 36741

16-8-11

General and Revenue Secretariat

(Sta

, *the* 19

To

Date of issue 16-8-11

Signed by W L Nursmbrk

Dear Sir

I return herewith the sample copy of the new Service Register read with your D. of d: 5th August 1911 with the Canarese version of the tabular form given on the last page. The typographical errors indicated may also be rectified.

The title of the Book should be put up on the Cover also.

Yours truly

E Wells

over.

C. H. Yates Esqre.

SUBJECT

G.R.S. 28.

File No.

Serial No.

Diary No. of letter replied to

Proceedings of the Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE SECRETARIAT.

(S)

, *the* 19

READ— Letter No. 2093 E. 654 dated the 21st December 1909 from the Comptroller to Govt. P. W. and Ry Branch [Here underlined in pencil] pointing out the desirability of revising the Service Register now in vogue in the State

ORDER THEREON— No. Order thereon

The present local form of Service Book is found

over

SUBJECT.

~~not suitable and~~ defective
in ~~many~~ several ways, for a record
expected to last the whole
length of an officer's service.
Its inferior get-up, entries
of leave therein crossing
in red ink etc make the
book look untidy. It is
found necessary that the
Service Book should furnish
all the information required
for the preparation of a
pension application and be
properly maintained for
speedy settlement of
pension claims. In view
therefore, to secure the desired
object, the Govt of H. H.
the Maharaja are pleased
to introduce ~~the~~ a new form
of Service book (as per sample
herewith) in supersession
of the existing one and
direct its adoption in future -
~~that it may be~~
adopted in the cases of
all those who are newly
entertained

...S. 27]

GENERAL AND REVENUE SECRETARIAT.

(*Continuation Sheet draft form.*)

entertained from the date and there is further delay the work has not been observed as yet.

The staff pattern shown include this ~~and~~ sanctioned in the Stock & Supply the Estt for with copies as required

H Secretary

DMR-47

5-8-41

63 8.41

To The Hds of Depts

The Dy Comms of Dts

Please Read proof (24

Proceedings of the Government of His Highness the Maharaja of Mysore

Read

Very

819

Letter No. 2093/654 dated the 21st December 1909 from the Comptroller to Government, Public Works and Railway Branch

I have the honor to bring to your notice that the present local form of service book printed on ~~this~~ thin paper is not a suitable form for record expected to last the whole length of an officer's service. The inferior get up accounts to some extent for the unsatisfactory manner in which these important records are now generally maintained throughout the State. In view of the importance attached to the proper maintenance of Service Books for the speedy settlement of Pension cases, I would strongly recommend the desirability of authorising the Superintendent of Government Press to print the same on superior royal paper strongly bound and issued at reasonable cost.

2. The accompanying note prepared by Accountant K.Ethirajalu Naidu of my office under the instructions of the Assistant Comptroller, comparing the relative advantages of the Service Book form as used in British India and of the local form is also herewith forwarded together with sample forms of both the copies.

3. The tattered condition in which these books were found at the time of inspection by my Assistants led me in the ~~first~~ first instance to issue my circular No. 3 P.W. dated 24th September 1909 but a permanent remedy is to be found in the suggestion now made which I hope will meet with the approval of Government.

OFFICE OF THE SUPERINTENDENT No. 942 25-8-11 BANGALORE GOVERNMENT PRESS

Order thereon No. JO 1445-88 / SRA 369-09

Dated Bangalore 14 August 1911. 14 Sept

The present local form of Service Book is found defective in several ways, for a record expected to last the whole length of an officer's service. Its inferior get up, entries of leave therein crosswise in red ink etc make the book look untidy. It is found necessary that the Service Book should furnish all th

informatio

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information required for the preparation of a pension application and be properly maintained for speedy settlement of pension claims. In view therefore to secure the desired object the Government of His Highness the Maharaja are pleased to introduce a new form of Service Book as per sample herewith in supersession of the existing one and direct its adoption in future. †

2. The Superintendent Government Press should include this in his stock and supply the Book Depots with copies as required.

(Signed) J. S. Chakravarti

.Secretary to Government.

To,

The artments.

The Deputy Commissioners of Districts.

Press copy,

M. Abdul Wahab
For Financial Secretary

PRL.
23/6

† This appears to have been sent with DO No H 741 & 16-8-11. to MCH + Yates. Please see 5d.

PR
803

Proof for approval

Proceedings of the Government of His Highness the Maharaja of Mysore, General Financial, dated, 1911.

READ—

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No. DATED BANGALORE, AUGUST 1911.

ORDER THEREON.—The present local form of service book is found defective in several ways, for a record expected to last the whole length of an officer's service. Its inferior get-up entries of leave therein crosswise in red ink, etc., make the book look untidy. It is found necessary that the service book should furnish all the information required for the preparation of a pension application and be properly maintained for speedy settlement of pension claims. In view therefore to secure the desired object the Government of His Highness the Maharaja are pleased to introduce a new form of service book as per sample herewith, in supersession of the existing one and direct its adoption in future.

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J. S. CHAKRAVART
Finl. Secretary to Governn

To—The Heads of Departments.
The Deputy Commissioners of Districts.

Exd.—C. V.

T. Earl Nicholl D1252

Mysore Government Press,

Bangalore, 16.10. 1911.

Dear Sir,

I send herewith a copy of Service Book in the form in which it is intended to issue it, both as to printing & binding, &c.

Kindly pass on proof. The Curator has asked for 2000 copies.

G.R.S. 13]

Routine Notes

[To be used only for notes, requisitions, etc., not intended for permanent record.]

I take it this is the number we are to print.

Yours sincerely,
M. Gandhi.

J. Lakshminarasimha Rao
B.A., B.L.
Asst Secretary.

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB.—85,000—21-4-09

C.R.S. 26]

File No.

Serial No. 11

Diary No. of letter replied to 1292

No. H1657

General and Revenue Secretariat

( )

the 19 ..

To

& 18-10-11

Dear Sir

I return herewith the Service Book received with your No. 4 of the 16th inst. The Curator, Govt Book Depôt may be supplied with 2000 copies of the same. 180 Copies may be forwarded to this office marked across the page as a Sample copy. enclosed to G.O. No. 7L/1245-88 Sta 369-09 over 8.

Date of issue 18 Oct 11

Signed by M. L. Narasimhan

180 copies are indented for for distribution as per accompanying list.

Vide H Secy's order on page 15 of the Notes.

SUBJECT.

d: 14th September 1911"
along with the spare
copies of the G. O. for being
issued to the Heads of Depts
and the Dy. Comms' of Dts.
The pages in the book may be ruled as has been
[illegible] as indicated in pencil
in the specimen copy
herewith ret'd.

7/9 191

C. H. Yates Esqre
Supdt Govt Press.

9M247
17-10 11
[illegible]

List of enclosures,

Copied by

Examined by

GPB—20,000—25-9-11